

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

CLASSIFICATION TITLE Associate Government Program Analyst	OFFICE/BRANCH/SECTION Division of Transportation Planning, Workforce Development Branch	
WORKING TITLE Training and Meeting Analyst	POSITION NUMBER 900-074-5393-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Staff Services Manager I (Supervisory), the Associate Government Program Analyst performs a variety of duties related to training and administration of staff development for the Planning and Modal Divisions and the District Planning Programs. The Incumbent may act as a lead worker or project team leader for long range and complex projects. The incumbent will consult with internal and external customers within the Planning and Modal Programs, including Managers and Supervisors, gather evaluation data and observe trends to identify training needs, provide creative solutions to address individual and department-wide challenges related to training, and provide professional development services that will continuously enhance the skills and abilities of the Department's transportation planners and related staff in the most cost-effective and efficient manner. The incumbent may provide guidance and training to others in the branch, in the Division, in the Districts, or in an external agency.

TYPICAL DUTIES:

Essential (E) Percentage **Job Description**
Marginal (M)

E	40%	Serves as the Administrator for site selection and contracts for academies, conferences, workshops, and business meetings held by the Planning and Modal Divisions (Aeronautics, Local Assistance, Rail and Mass Transportation, Transportation Planning, and Research, Innovation & System Information) at sites throughout the State. Responsible for oversight of invoice approval, development and implementation of new methods and procedures, and serve as an expert for training and meeting planning, for the management of these Divisions. The incumbent provides functional review of sponsorships and requests to attend state and non-state sponsored conferences, and tracks attendance and associated costs used in management reporting. Identify target markets and facilities and conduct pre-evaluations of facilities. The AGPA provide on-site coordination for client during meetings as necessary and conducts post-evaluation of the quality and level of satisfaction of products and services provided.
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| E | 30% | Serves as Administrator for the Planning Rotation Program that provides valuable exposure to all areas that use Transportation Planners statewide. Facilitate outreach activities that expand the program and negotiates rotation assignments for rank and file, supervisory and management incumbents. Monitors and provides management reports on rotation status to confirm effective operation of the program. Communicates with partner agencies to negotiate inter-agency rotation opportunities. |
| E | 15% | Serve as a consultant to client when developing the budget for conferences and business meetings. Calculates registration fees needed to cover the cost of the event. Review and track the conference/meeting approval documents and prepares invoices for payment. Serves as management's agent to resolve all billing discrepancies. |
| E | 15% | Reviews all conference/meeting documents to ensure accuracy. Calculate cost savings and production data. Record and monitor all meeting, budget, facility information, sponsorships, and conference attendance. Independently summarizes data and provide report to management on a routine and ad hoc basis. Consults with accounting, contracts, procurement, and budget staff for, adherence to rules, and regulations. |

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Incumbent must have a complete knowledge of the State Administrative Manual guidelines as they relate to conferences and meetings. Incumbent must have knowledge of the mission, goals, programs, laws, rules, and policy of the State of California for the Department of Transportation. Must know and implement general business management principles and practices. Must be able to work successfully both independently and as part of a team; to establish and maintain cooperative working relationships; to carry out assignments expeditiously and completely; to collect, develop, categorize, maintain, and summarize data; and to communicate clearly and effectively both verbally and in writing. Must have a strong sense of customer service, and be familiar with current departmental policies, organizational programs and practices in program management.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and/or recommendations could result in unauthorized disbursements to vendors, loss of revenue to the Department, and a breakdown in the integrity of meeting planning and the Department's ability to attend off-site functions.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely be in contact with hotel, convention center staff, consultants, and vendors to discuss meeting space, equipment rental, group lodging reservations, contracts, and transportation services. Incumbent will routinely be in contact with the Department's staff and managers, representatives from other state agencies, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical Requirements

Able to sit for prolonged periods of time, to use a computer, and telephone (make outbound calls and to respond to incoming phone calls continuously throughout the normal work day), and to meet / confer with other units within and outside of the building. Must be able to use mass transportation, e.g., light rail, car, bus or airplane. Employees may be required to move boxes of materials from one location to another.

Mental Requirements

Must be able to organize and prioritize a workload that is subject to frequent, substantial, and unexpected changes.

WORK ENVIRONMENT

The employee will work in an office environment under artificial lighting extensively using a computer. Occasional day and overnight night travel is required.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator).

Employee (Print)

Supervisor (Print)

Employee Signature

Date

Supervisor Signature

Date